

GENERAL ORDER NO. 53

PRIVACY

A. Personal Identifiers.

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002 (PL 107-347), and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties must refrain from including, or must redact where inclusion is necessary, the following personal data identifiers from all pleadings and other papers filed with the Court in civil actions, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court, pursuant to B., below.

- 1. Social Security numbers.** If an individual's social security number must be included in a pleading or other paper, only the last four digits of that number should be used.
- 2. Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- 3. Dates of birth.** If an individual's date of birth must be included in a pleading or other paper, only the year should be used.
- 4. Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

B. Filing.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal by following the procedures prescribed in Civil L.R. 79-5. This document shall be retained by the Court as part of the record. The party must file a redacted copy for the public file.

C. Responsibility.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading or other paper for compliance with this general order.

ADOPTED BY THE COURT: May 21, 2002
AMENDED: April 15, 2003

FOR THE COURT:

/S/ Marilyn Hall Patel
Marilyn Hall Patel
Chief Judge